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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training

DATE: 14 May 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 19
6 May - 12 May 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Benefit has already been received from [] as he inquires into our awards procedures. He has made an excellent suggestion that will eliminate some effort on the part of [] to provide us with testing data. Also, [] proposal if implemented should reduce some of the inquiries we've had to initiate with Training Officers. [] suggestion involves combining information furnished by the individual at testing time with the testing results forwarded us by LAS, and arranging to have the combined form initiated by the individual at the time he meets with his Training Officer to be scheduled for testing. This is a first-rate idea. I am hopeful that [] will also come up with some improvements on procedures within LAS for internal training and on our combined efforts in providing and arranging for external language training. He has been extremely conscientious to the point of employing a stop-watch on [] activities. For a procedures survey, I can understand the need to do so, particularly if it pays off. However, I was unaware that his area of concern extended to the philosophy of the language regulation.

2. Congressman Rooney's inquiry into foreign language training at FSI has generated recent articles in the Washington Daily News and the Washington Post identifying a number of individuals unfavorably. Thus far, none of the students mentioned in the local papers are Agency personnel.

is an Agency employee.

25 YEAR RE-REVIEW

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3. At the request of [redacted] I alerted MPD to the possible loss of capability at [redacted] for conducting the Resistance course for Agency reservists scheduled for 13 - 25 July. MPD agreed to withhold issuing orders until confirmation from me. They have 25 applicants, plus approximately eight each for the other courses scheduled in August, September and October.

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4. Howard Sollenberger has notified us that the Department can meet the two recent language requirements levied on them. These were for an FE employee to participate in [redacted] at [redacted] and another in [redacted] beginning September 1959. Counting holdovers and one more candidate in process, we'll have five at [redacted] and two at [redacted] next year.

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5. We are responding to the invitation from Harold Hoskins to participate in the Mid-Career Program at FSI beginning 6 July 1959. The Agency candidate for this Program will be [redacted] original candidate, later replaced by [redacted] then reinstated.

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6. We have established a per diem rate of \$9.00 per day for Agency employees who will be attending summer programs at MIT. This rate is based on the campus rates of approximately \$4.00 per day for lodging, and \$4.00 per day for meals and \$1.00 per day for incidentals. This rate is \$1.00 more than the rate established last year based on increased costs in food and lodging.

7. The following external training programs were approved during the period covered by this report:

<u>Program</u>	<u>Office</u>	<u>No.</u>
[redacted]	OL	5
	OSI	20
	OS	1
	OL	1
	SR	1
	OSI	1

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ProgramOfficeNo.

PIC

1

ORR

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ONE

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OSI

3

LANGUAGEProgramLanguageOfficeNo.

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8. It appears that five of the six enrollees for the Introduction to Supervision, recently cancelled, will transfer to the 8 June class in Basic Supervision. The other is scheduled for overseas departure too early to attend the Basic course.

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9. We have arranged to release some fall dates of OTR courses to Mrs. [] before the general announcement of the long-term schedule.

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10. We were pleased to note that OTR's proposed revision of Regulation [] (Training at non-CIA Facilities) has been accepted, with only a minor editorial change, by the Office of the DD/S and distributed to appropriate officials for formal coordination.

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11. [] is making an effort to gain some familiarity with OCR's experimental exploration of the Minicard System. An understanding of this complex new document coding, storage, and retrieval system is prerequisite to competent evaluation of certain training programs conducted in conjunction with minicard procedures and for which OTR approval has been requested. It looks as if this may be an excellent case of re-training brought about by new developments.

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12. The sixth running of the Training Officer Orientation is scheduled for 19-21 May. Participating as trainees in this

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13. Last November we compiled summary information for a six-month period showing the proportions of man-hours of creditable training accrued through OTR courses, external facilities, and component conducted programs. A comparable tabulation has been prepared for the subsequent six months, 1 October 58 - 31 March 59, and is enclosed with this report. The pattern of results for the two periods is quite similar. OTR courses again account for approximately half of the total hours invested in training. Of the remaining half, component conducted training and external training appear in the ratio of two to one.

14. During the week 6 May - 12 May 1959, there were 933 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

JDS

214 enrolled in 40 classes (14 languages) voluntary

270 enrolled in 45 classes (14 languages) internal

197 enrolled in 8 Intelligence School courses

150 enrolled in 7 Operations School courses

41 enrolled in 2 SIC courses

35 enrolled in 4 area courses

9 from other Government agencies

17 Dependents

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Enclosure

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